

DASG Budget Request 2022-2023

For All Programs Excluding Athletics

Budget Request due to the Office of College Life by 4:00 pm Monday, November 1, 2021
Applications and attachments must be typed and submitted via email to Dennis Shannakian at
ShannakianDennis@fhda.edu.

Please also copy the Administrator on the email.

Applications must be submitted as Word documents or searchable text PDFs (not scans; signatures are not required)

The Subject must be in the following format: "DASG Budget Request - DASG Account/Program Name - DASG Account Number"

For Example: "DASG Budget Request - DASG Budget Committee - 41-51140"

Everything submitted will be publicly available online.

Delete the Object Codes and lines within Object Codes you do not need.

1. Program (Account) Name: FA PAC Internship Program
2. Is this a new DASG account? Yes No DASG Account Number: 46-56405
3. Amount requested for 2021-2022 \$ 7,770.00
4. Total amount allocated for 2021-2022 \$ 7,770.00
5. How long has this program existed? 9 years
6. Number of students directly served in this program: 4 students this year, 5 students next year
Please ACCURATELY and THOROUGHLY complete numbers 7 – 10 and use additional sheets if necessary.
7. How have you been meeting or how do you plan to meet the budget stipulation of requiring that all students benefiting from DASG funds allocated to you have paid the \$10 DA Student Body Fee and are DASG Members (DASG Budget Stipulation # 1)? **We require all students enrolled in the internship program to pay the \$10 student body fee and to be DASG members.**
8. What would be the impact if DASG did not completely fund this request? **Without DASG funding, FA PAC would not be able to train and support the number of students we need to make the program functional and an effective political voice for DeAnza students.**
9. Total amount being requested for 2022-2023 (from page 3) \$ 12,249.40

Delete the Object Codes and lines within Object Codes you do not need.

Student Payroll (2310)

MUST ALSO COMPLETE THE BENEFITS (3200) SECTION

Must adhere to FHDA Student Pay Levels as stated at

<https://www.deanza.edu/financialaid/types/studentjobs.html>

	Job Title	# of emp. x \$ Per hr x # hrs/wk x # of wks	Cost
1.	<u>4 student interns</u>	<u>4 x 17.60 x 5 x 33</u>	<u>\$11,616</u>
2.	<u>1 student associate</u>	<u>stipend: \$150 per quarter</u>	<u>\$450</u>
3.	<u></u>	<u></u>	<u></u>
4.	<u></u>	<u></u>	<u></u>
5.	<u></u>	<u></u>	<u></u>
		TOTAL:	<u>\$12,066</u>

Hourly Benefits (3200)

MUST ALSO BE COMPLETED WHEN REQUESTING PAYROLL

Benefits rates can change each year. Please check rates before requesting the same amount as last year.

(1.52 % for Student Employees, 10.4 % for Casual Employees)

	Job Title	Total \$ x Percentage	Cost
1.	4 student interns	\$12,066 x 1.52%	\$183.40
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$183.40

Supplies (4010)

(Non-capital as specified; NO general office supplies)

	Item	Intended Use	Cost
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$ 0

Food/Refreshments (4015)

(Must adhere to district Administrative Procedure 6331,

<http://www.boarddocs.com/ca/fhda/Board.nsf/goto?open&id=AKVUKX7C7F98>)

	Item	Intended Use	Cost
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$ 0

Printing (4060)

(Flyers, posters, programs, forms, etc.)

	Item	Intended Use	Cost
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$ 0

Technical and Professional Services (5214)

(Limited Engagement/Independent Contractor Agreements,
Consultants/Guest Speakers/Entertainment (list programs).

For contracted speakers the fee shall not exceed \$1,200 per speaker per event.

For performances the fee shall not exceed \$1,800 per performance.)

	Item	Intended Use	Cost
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$ <u>0</u>

Domestic Conference and Travel (5510)

(Must adhere to district travel policies,

<http://business.fhda.edu/policies-and-procedures/ff-travel-policy.html>,
and DASG Limitation and Requirements from the DASG Finance Code)

	Item	Intended Use	Cost
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$ <u>0</u>

Capital (6420)

(Any durable item whose value exceeds \$200 and has usable life of one (1) year or more;
NO general office equipment)

	Item	Intended Use	Cost
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$ <u>0</u>

Total amount being requested for 2022-2023 (also complete line 9 at bottom of first page)

\$ 12,249.40

Delete the Object Codes and lines within Object Codes you do not need.

Request For Information (RFI)

	Question / Inquiry	Program Response
1.	<p>Please provide a thorough description of your program. Please describe the new services or features of your program that were implemented after you last submitted a DASG RFI. Explain how your program is unique. Are there any programs on campus that are similar or is there any duplication of services?</p>	<p>The FA PAC Internship Program is a district-wide program encompassing both De Anza and Foothill Colleges. It is supported by DASG and ASFC; their allocations pay for a portion of student intern work.</p> <p>The FA PAC Internship Program is a collaborative effort by students and faculty who organize together to advance their collective interests. Faculty supervisors train students in advocacy work (grassroots organizing, campaigns and elections, and public policy); student interns gain hands-on experience in political organizing.</p> <p>The nature of the work reflects the school year, the election calendar, and the state budget/legislative cycle. In fall quarters, when there is an election, our work focuses on campaigns and initiatives. We also do voter education, registration, and voter mobilization. In winter and spring, we focus on the California state budget and legislation pertaining to community colleges. We advocate throughout for students, faculty, and our district. Given the change to March primaries, winter quarter is also now election season. In spring quarters, we recruit for the following academic year, and carry out ongoing work of the program.</p> <p>FA PAC interns work with other civic engagement programs coordinated from VIDA but is the only organization simultaneously working on college, district, regional and statewide initiatives and issues.</p>
2.	<p>How will your program expand students' perspectives and positively impact their lives and the community? (250 words max)</p>	<p>The FA PAC Internship Program gives students the practical, hands-on training and experience needed to be effective organizers. It provides students the opportunity to engage in advocacy, community organizing, elections/campaigns, and public policy. Students broaden their horizons and learn by doing. Students also develop social networks, on campus and beyond. In addition, students are paid for their work, which benefits them directly. Employment through a paid internship program that advances the general interest is a positive for one's resume and career. By becoming effective advocates and political organizers, students gain efficacy in the fight for their interests. In doing so, they are more likely to be able to bring about positive change for their community.</p> <p>Each student intern will organize and support dozens of DeAnza student volunteers, spreading the positive impact of the internship program to over a hundred students per quarter.</p>

	Question / Inquiry	Program Response
3.	<p>Go through the most recent DASG Budget Guiding Principles and explain how your program fits each of them or as many as possible. Please do not merely copy and paste the DASG Guiding Principles. The DASG Budget Goals/DASG Budget Guiding Principles are available at www.deanza.edu/dasg/budget</p>	<p>The FA PAC internship program trains interns in the skills of civic engagement – community organizing and political action. Interns engage volunteers from the DeAnza student body throughout the year, helping structure and direct student activism in focused and effective ways. PAC interns serve as a political voice for DASG and the DeAnza student body. Though the PAC is an arm of the Faculty Association, faculty advisors are sensitive to the interests of students and the need to justify DASG funding through campaigns that benefit students and faculty, and often the college and district as a whole.</p> <p>The FA PAC Internship Program played a vital role in the Measures G&H campaigns, and turned out more than 180 student volunteers. Thankfully, Measure G passed, making \$898 million available to the district, and student interns continue to organize and advance the campaign for the construction of affordable student and workforce housing at De Anza and Foothill through the Board of Trustees and various campus-level shared governance committees. This work is ongoing through 2021 – 2022 and beyond.</p> <p>FA PAC will be especially busy next fall advocating for local and statewide candidates that support students and the community colleges. This political work is beyond the purview of normal college activities but brings huge benefits to the district and its students and employees.</p>
4.	<p>Explain how your program advertises and promotes itself to all students. Has your program made extra effort to market and reach underserved students? If so, describe how. If not, describe what challenges your program faces in trying to do so. Provide a clear plan for the current academic year as well as any marketing material you will or have used.</p>	<p>FA PAC advertises and promotes the internship program through the FA PAC’s website; the Faculty Association website and <i>FA News</i>; the Political Science Departments’ Civic Engagement Projects list; the VIDA website and organizing circles; California Campus Camp; classroom presentations and volunteer recruitment activities; and through word of mouth and one-on-one outreach by interns during the recruitment of prospective interns.</p> <p>One of our priorities this year is to raise the profile of the FA PAC Internship Program through outreach with DASG and ASFC, and through the production of videos and engagement in social media.</p>

	Question / Inquiry	Program Response
5.	Explain how your program promotes equity within the program and on campus. For example: equity training for all staff and student leaders, hiring from underrepresented communities, etc.	<p>The FA PAC Internship Program promotes equity by promoting student advocacy skills. When students are able to advocate effectively, they are more likely to obtain the resources necessary to promote equity and social justice. We see our work as directly connected to the equity mission of the college. Our goal is to promote student efficacy so that their needs are met and the institution gets the resources it needs to fulfill its mission.</p> <p>Since fall 2019, the FA PAC Internship Program has been working diligently, along with the DASG and ASFC leadership, VIDA interns, and student volunteers to persuade the Board of Trustees to build below-market rate student and workforce housing at De Anza and Foothill. This is a campaign aimed at promoting equity in terms of access to housing.</p> <p>In winter 2020, the FA PAC Internship Program recruited and organized volunteers, engaged in registration, education, and voter mobilization campaigns, and engaged assembly/senate campaigns, as well as local initiatives, including the district's bond measure and/or parcel tax campaigns. In February, interns attended California Campus Camp where De Anza and Foothill students met with students from all over the state who are organizing to advance social justice and equity. In March, the internship program attended the FACCC Advocacy and Policy Conference, where they networked with students, faculty, and policy makers to advance the equity agenda as it pertains to De Anza, Foothill, and California Community Colleges.</p>
6.	How has your program adapted to providing its services online? Alternatively, please provide a clear plan for how your program would provide online services if needed in the future.	<p>The internship program has been deft in adapting to fully online activities. We are able to meet weekly through Zoom and have organized workgroups that also meet through Zoom or online chat. We have a dedicated Slack Channel that we use for group and individual communication, and we share important documents through Google Drive. We have created videos as part of our classroom and volunteer outreach, and the interns give online presentations to classes. We are able to attend virtual organizational and government meetings and have held virtual visits with state legislators. Interns and volunteers are able to engage in online political organizational and advocacy activities.</p>
7.	Please indicate which object codes are critical for DASG to fund this year. Please do NOT list down all of the object codes.	<p>Both the student payroll and benefits object codes of the FA PAC Internship Program are critical for DASG to fund this year.</p>

Data Sheets/Attachments

Please attach supporting documents of the following questions and list the document names accordingly.

Covering all the bullet points will be beneficial for our review process. IF attachment is not required or missing, please give your thorough answers below.

	Question / Inquiry	Document Name / Additional Response
1.	<p>ENROLMENT</p> <ul style="list-style-type: none"> • Number of total AND new active students over the past 3 years • Number of enrolments retained (stayed for more than a quarter) • Number of students enrolled in online services • Does your program serve a certain demographic or the whole De Anza population? • Racial demographics (if possible) 	<p>Direct involvement: interns -- 6 per year Direct/Indirect involvement: volunteers -- 50 – 75 per quarter (more expected in 2021-2022 election year) Indirect involvement: students contacted through volunteers – 500 – 1,000 Program serves all De Anza students as well as faculty and staff through its political advocacy Race/ethnicity – interns over the last three years estimated backgrounds: 50% Latinx, 30% Asian, 5% Black, 15% White Gender – 70% female, 20% male, 10% nonbinary</p>
2.	<p>STUDENT FEEDBACK</p> <ul style="list-style-type: none"> • Attach student feedback forms, surveys, etc. • How has your program responded to suggestions made by students in the previous year? 	<p>We continue to broaden our outreach in order to attract a wider diversity of interns. We now communicate with a wider variety of student organizations on and off campus. We hold frequent check in sessions between advisors and interns. We’ve organized interns into homework groups so that they can offer mutual academic and emotional support. We’ve included scheduled breaks into our meetings. Please see attached survey results.</p>
3.	<p>FUNDING</p> <ul style="list-style-type: none"> • List any funding from the college, sources of income, any grants, and any other source (include ALL Account Numbers, Account Names, Account Balances, and Account Purposes/Restrictions) • Attach account reports of all sources of funding 	<p>The only other sources of funding we have for the FA PAC Internship Program is the FA PAC itself and the ASFC. The FA PAC budget is the result of voluntary monthly contributions by faculty PAC supporters. Its budget is separate and distinct from the Faculty Association. ASFC contributes to the PAC Internship Program by covering the cost of interns enrolled at Foothill College. Part of the FA PAC budget pays for the faculty advisors who manage the internship program. The PAC budget is also needed for other political action separate from the internship program but has in the past been used to supplement DASG funding of DeAnza interns.</p>

Signatures are not Required for this Application

Signatures are not required for this application; however, the Administrator should still review and approve the application and should be copied on the email submitting the application. **The Budgeter and Administrator cannot be the same person.** Applications must be typed and submitted via email along with any attachments; applications must be submitted as Word documents or searchable text PDFs (not scans).

Signatures that are Required for Utilizing Funds

All future financial documents, forms, requests, requisitions require the signature of the budgeter(s) and the administrator responsible for the program of the account. The budgeter and administrator responsible for the program of the account shall sign designating this is an appropriate expenditure of DASG funds and in the best interest of the student body. Administrators are responsible for any expenditures exceeding budget allocations. **The Budgeter and Administrator cannot be the same person.**

Budgeter and Administrator Information

Budgeter's Name:	<u>Bob Stockwell</u>
Phone Number:	<u>831-239-4343</u>
Email:	<u>stockwellrobert@fhda.edu</u>
Relationship to Project:	<u>faculty advisor</u>
Position on Campus:	<u>Political Science Instructor</u>
Administrator's Name:	<u>Elvin Ramos</u>
Phone Number:	<u>408-864-5302</u>
Email:	<u>ramoselvin@fhda.edu</u>
Relationship to Project:	<u>Division Administrator</u>
Position on Campus:	<u>Dean of Social Sciences and Humanities</u>